



**Community Engagement on Development and Resilience**  
**"Building Resilient and Sustainable Communities"**

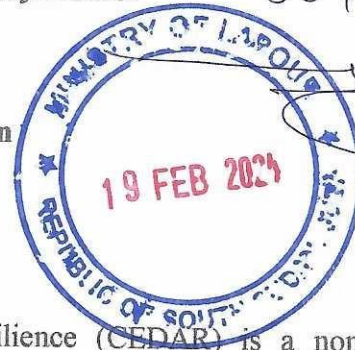
**Job Description**

**Job Title:** *Organization Development and Sustainability Advisor*

**Location:** Juba

**Duration:** Six (6) months with possibility of extension

**Start Date:** As soon as possible



**Organizational Background**

Community Engagement on Development and Resilience (CEDAR) is a non-profit non-governmental organization born out of the desire to help disaster affected communities overcome challenges facing them and promote durable solutions to return, reintegration and resettlement. CEDAR was established in 2016 and registered as an NGO in South Sudan by the South Sudan Relief and Rehabilitation Commission (RRC).

CEDAR aspires to provide humanitarian and development assistance to conflicts and disaster affected communities, lead grassroots development initiatives through engaging local communities in life changing skills that equip them with knowledge to innovatively run their livelihood activities in agricultures, fisheries and livestock, small business enterprises, vocational trainings and establishing associations and cooperative societies. Furthermore, communities are severely affected by past and present conflicts, and this has left almost every soul and community wounded and need reconciliation and healing. To ensure successful grassroots engagements in developmental activities, CEDAR made sure peace building is one of its priority areas to engage communities and facilitate grassroots dialogue that identifies shared solutions, address past grievance, heal wounds and find long lasting solutions to conflicts. Creating peaceful communities provides peaceful environment for implementation of various developmental activities, create secure working environment for sustainable initiatives.

CEDAR prioritizes the needs of the vulnerable people and more especially for women, youth and persons with special needs – with the aim of engaging them in livelihoods and resilience activities in order to uproot poverty and economic hardships from the family level. This approach cements our aim of "Building resilience and sustainable communities".

**Position Summary:**

The organizational Development and Sustainability Advisor (ODSA) will be responsible for organizational capacity development through development of policies and systems that enhances effectiveness and efficiency of the organizational programs to gain and maintain strong reputation in the communities it works in and with the partners it works with. The ODSA is also responsible for program development and solicitation of funding (fundraising) from potential





solicited and unsolicited proposals to ensure sustainability of activities under different thematic areas that CEDAR engages in. This responsibility will be enhanced by building strong relationships and partnerships with other humanitarian and development partners operating in South Sudan, the donor community, the communities CEDAR works in, the local stakeholders, and the government authorities. The ODSA's management and programming skills will ensure CEDAR delivers high-quality programming and continuously works towards improving the impact of its programming.

### **Key Responsibilities:**

- Conduct organizational capacity assessment to understand gaps and design capacity development for the organization
- Develop policies and systems in line with the international operational standards of humanitarian and development agencies
- Conduct regular evaluation of the policies and systems to determine their effectiveness and efficiency, and design actions to enhance implementation
- Create and strengthen relationships between CEDAR and other humanitarian and development partners – both local and international – to broaden partnership and presence in communities
- Develop project proposals with support from program team in response to solicited and unsolicited project designs
- Identify opportunities for funding and advises the Executive Director on project development plans to access the funding
- Conduct training needs assessment for staff in different department and development training program in accordance with the outcome of the assessment.
- Develop training manuals/modules and conduct training for staff including on-job training to enhance their capacity to run organizational programs
- Advises the board through the Executive Director on organizational capacity development plans, including formulation of policies
- Supervise CEDAR's ongoing projects and support program staff in developing and maintaining updated costed work plans and manage burn rates through Project Management Tool (PMT)
- Train and support the head of programming on managing project budget burn rates through regular budget versus actuals (BVA) analysis
- Oversee the effective implementation of planned project activities including media and outreach activities to the highest results and in a timely manner, liaising with key local stakeholders and project partners
- Lead, where appropriate, and contribute to high-quality project design incorporating project management standards and MEAL methods, appropriate to scope, context, and technical requirements of projects.
- Strengthen effective planning, coordination and integration of efforts and reporting with all program staff to optimize the use of shared program resources, including assets and facilities and strengthen the collective impact of CEDAR interventions.
- Conduct punctual field visits, attending different project activities to ensure their quality, and communicating with the key local stakeholders to create/maintain trust and engagement.





- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, and complete performance assessment for direct reports.
- Contribute to creating and maintaining the proper conditions for learning. Help establish a safe environment for the sharing of ideas, solutions, and difficulties and the capacity to detect, analyze and respond quickly to small deficiencies. Promote accountability, learning and knowledge management as part of the implementation of the MEAL policy.
- Contribute where needed in the business development cycle to ensure quality proposals and reports per agency and donor standards.
- Coordinate with program development staff to ensure appropriate project budgeting and efficient use and stewardship of project material sources.
- Ensure that protection, youth, disability, and gender inclusion are consistently and intentionally streamlined into all program activities, including staff recruitment and training.
- Strengthen CEDAR's policy and commitment to safeguarding everyone from harassment, exploitation and abuse through robust systems of prevention and response.
- Infuse organizational values into all work
- **As job descriptions cannot be exhaustive, the position holder may be required to undertake other duties that are broadly in line with the above key duties.**

#### Minimum Qualifications:

- Advanced university degree in International Development, International Relations, Social Works and Social Administration, Business Administration, political science, public administration and management, or relevant field.
- Minimum of 5 years work experience in a program development and management position with progressive responsibilities in a related field, preferably with at least 2-3 years working on direct implementation of projects in humanitarian contexts.
- Good experience in proposal writing, project management, including project design, budget preparation, expenditure tracking, monitoring and evaluation, reporting, etc., preferably for projects funded by USAID, EU and UN agencies.
- Experience with successful business development activities capturing public and/or institutional donor funding.

#### Knowledge, Skills & Abilities:

- Excellent English writing skills with demonstrated experience winning awards from multiple donors
- Demonstrated experience engaging partners and strengthening partnerships.
- Demonstrated experience developing staff capacity with staff management experience and abilities that are conducive to a learning environment.
- Some experience and abilities in capacity strengthening - developing curricula and facilitating trainings.
- Strong MEAL knowledge and understanding of how to demonstrate achievements to different audiences



- Experience using MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information and budget management systems, and knowledge sharing networks.
- Experience with networking, relationship building and stakeholder engagement
- Ability to work independently and demonstrate problem-solving skills
- Ability to maintain professionalism, creativity and enthusiasm while working in a fast-paced, multi-cultural environment with minimal supervision
- Ability to work under pressure and in challenging environments
- Flexible and adaptable to changing circumstances
- Demonstrated interpersonal and cross-cultural skills including the ability to build collaborative relationships internally and externally with sensitivity to cultural, ethnic, social and political issues

## HOW TO APPLY

Interested applicants should send copies of their cover letters and CVs to our office behind CMD compound, Catholic University Road or email [cedarsouthsudan@gmail.com](mailto:cedarsouthsudan@gmail.com) with the position title clearly indicated in the e-mail subject area as; “**Organizational Development and Sustainability Advisor**”.

**Deadline for submission of applications is 20<sup>th</sup> March 2024.** Only shortlisted candidates will be contacted.

*CEDAR is an equal opportunities employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information or any other status or characteristic protected under applicable law.*

### **PEASE NOTE!!!**

*CEDAR has ZERO TOLERANCE to sexual exploitation, harassment and abuse of vulnerable people of any age by our staff, representatives and partners/service providers. CEDAR is committed to child safeguarding and promotion of welfare of children and young people and expects all people that works for it to commit to the same in letter and spirit.*

